

PRESENT:

North Ward:

Councillor D Bushby (Chairman)

South Ward:

Councillor S Inch

Councillor R Clarke (Deputy Mayor)

East Ward:

Councillor Mrs J Gubb

Councillor Mrs L Hellyer

West Ward:

Councillor C Hawkins

IN ATTENDANCE: Mr P Swan (Town Clerk)

54. APOLOGIES FOR ABSENCE

Councillor P S Christie (North Ward, personal)

Councillor P J Lawrence (South Ward, personal)

55. DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA

Councillor Mrs Gubb declared a pecuniary interest in item 8.b. (Husband has worked with the Maintenance Team.)

56. PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION

No members of the public were present at the meeting.

57. MINUTES

Proposed by Councillor S Inch and seconded by Councillor R Clarke, the minutes of the meeting held on 19 October (Staffing) 2023 were approved and signed as a correct record.

(Vote – For: 6, Against: 0)

58. CHAIRMAN'S ITEMS

None

59. ACCOUNTS

a) Members received the list of payments.

Proposed by Councillor S Inch, seconded by Councillor R Clarke and

RESOLVED: That the draft list of payments is approved.

(Vote – For: 6, Against: 0)

60. Members received the interim Independent Auditors report for the period 1st April 2023 – 30th September 2023.

Members noted that the recommendation to adopt an of the shelf software accounting should be investigated by the Town Clerk.

Proposed by Councillor S Inch, seconded by Councillor R Clarke and

RESOLVED: That the Internal Auditors report is approved.

(Vote – For: 6, Against: 0)

61. TO DISCUSS AND RESOLVE UPON A NEW WEBSITE PROVIDER.

Members considered whether to agree to the addition of the new website development for the 2024/5 budget.

Proposed by Councillor L Hellyer, seconded by Councillor R Clarke and

RESOLVED: That new website development should be added to the 24/25 council budget and that the Town Clerks preferred supplier should be adopted to deliver.

(Vote: For: 6, Against: 0)

62. MAINTENANCE OPERATIVES

Members received an update on the tasks undertaken by the Maintenance Operatives.

63. PART II CLOSED SESSION

Proposed by Councillor D Bushby, seconded by Councillor R Clarke and

RESOLVED: That in view of the confidential nature of the business about to be discussed, the meeting moves into part II.

(Vote For: 6, Against: 0)

64. STAFFING MATTERS'

There is a confidential Minute associated with this item.

a. Staff Appraisals.

b. HMRC payment.

65. Proposed by Councillor D Bushby, seconded by Councillor R Clarke and

RESOLVED: That the meeting returns to Standing Orders.

(Vote For: 6, Against: 0)

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 07:04pm.

BIDEFORD TOWN COUNCIL - Accounts for approval at the SE&GP Meeting - 30 November 2023				VAT	NET	TOTAL
PV NO						
1	23/11	Wild Tree Services	Parkfield Abandon etc - Wych Elm - tree works	50.00	250.00	300.00
2	23/11	CMC Productions	Supply of PA for the Sunday Remembrance Service in Victoria Park		170.00	170.00
3	29/11	Acorn	Seasonal worker (w/c 29 Nov 2023)	76.53	382.66	459.19
4	1/12	D S Electrical	Use 13 Daddies Court		600.00	600.00
5	5/12	J McKeenle	Alstone Court Lett - Mace Beater - mileage / accommodation / subsistence		344.90	344.90
6	5/12	M P Stone	Honorarium - Beadle		600.00	600.00
7	5/12	Mrs V Morrish	Honorarium - Mace Bearer		600.00	600.00
8	5/12	Mrs V Morrish	Honorarium - Town Hall Tour Guide		200.00	200.00
9	5/12	M J Works	Honorarium - Town Crier		350.00	350.00
10	5/12	M P Hooper	Honorarium - Town Marshal		250.00	250.00
11	5/12	D Duckley	Face painting @ Chudleigh Fort Family Day		150.00	150.00
12	5/12	Blights	Ford	24.24	121.16	145.38
13	5/12	Tamar Trading	Maintenance Items	16.60	83.16	100.15
14	5/12	Acorn	Seasonal worker (w/c 29 Nov 2023)	64.98	324.90	389.88
15	5/12	Lisael	Microsoft 365 Business Standard	8.24	41.20	49.44
16	CC39	Optimiprint.co.uk	Meyor's Portrait (22/23) - photograph	1.13	5.63	6.76
17	CC40	Mistoparts Direct	Maintenance Items	1.16	5.82	6.98
18	CC41	Squarecap (UK) Ltd	Square Reader (contactless card reader)	3.80	19.00	22.80
19	CC42	Oditek	Dell OptiPlex 5040 - 8 GB Module x 2	7.92	39.58	47.50
20	CC43	Adobe Systems Software Ltd	Service Term 18 Nov 23 -17 Nov 24	39.79	198.96	238.75
				294.45	4,737.27	5,031.73
		Bank Balances at 30 Nov 23	- Current Account		17,075.01	
		Bank Balances at 30 Nov 23	- Deposit Account		615,000.00	